

## Sandfoss, Kristina

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**From:** Phillips, Charles  
**Sent:** Wednesday, February 8, 2017 2:29 PM  
**To:** Robert Rounslay  
**Cc:** Wright, John; Callewaert, Michael; HQ Orientation  
**Subject:** Official Offer Information for Robert Rounslay (ECI - (b) (6))  
**Attachments:** Benefits Forms Instructions.pdf; TSP Letter.pdf; SF-61.pdf; i-9 Form.pdf; Offer Letter\_Schedule A\_Rounslay1.docx

Mr. Rounslay,

Below is a description of several attached documents.

- 1) [Official Offer Letter](#) – This letter contains all of the details of your new position with the EPA.
- 2) [Benefits Forms Instructions](#) – This attachment has been provided in advance as a courtesy. You will be granted access to the EODS Benefits forms prior to orientation. Please wait to submit your benefits forms until after you have received additional information at orientation.
- 3) [TSP Letter](#) – This letter contains information on your Participation in the Thrift Savings Plan, a retirement savings and investment plan for Federal Employees similar to the private sector's "401(k)" plan.

What to do next:

- Complete forms and submit in EODS.
- Complete and return the appropriate tax forms.

Your orientation is 21 February 2017 at 8:00am at Basement, Room B314; William Jefferson Clinton (East) Building; 1201 Constitution Avenue NW, Washington, DC 20004.

What to bring to orientation:

- 1) [Form I-9 \(attached\)](#): Complete page 8 using the information in your offer letter.
- 2) [OF-306](#): Bring the copy you signed as "applicant" in 17a and returned to your HR Specialist; during orientation, you will sign as "appointee" in 17b.
- 3) [SF-61 \(attached\)](#): Complete the top portion using the information in your offer letter.
- 4) [Identification \(IDs\)](#): See page 9 of Form I-9, Employment Eligibility Verification, for a list of acceptable documents.

### NEW HIRE INSTRUCTIONS

*Please report to the WJC East Lobby no earlier than 7:45 a.m. and no later than 7:55 a.m. Upon your arrival at the WJC East Lobby, inform the Guard you are attending the new employee orientation. Please wait in the East Lobby until your Orientation host greets you. If you encounter any delays or have an emergency that will prevent you from reporting, please contact the orientation contact, Christina Hines.*

Please let me know if you have any questions about your offer letter, forms, or orientation.

Sincerely,

Charles Phillips  
HR Specialist

919-541-1393 - Phone  
919-541-2186 – Fax

“You can only be great at the things you’re willing to sacrifice for.”

OARM-RTP

SERVE. SOLVE. COLLABORATE.



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